

October 14, 2005

WASHINGTON STATE DEPARTMENT OF LABOR & INDUSTRIES

**SUSTAINABILITY PLAN
PROGRESS REPORT**

July 1 2004 through June 30, 2005

AGENCY INFORMATION, POLICY AND GOALS

▪ **Agency contact information and responsible agency staff**

Barbara Collier, Assistant Director, Administrative Services (Executive Sponsor)
Steve Morris, Program Manager, Facilities Services (Use of Recycled Paper)
Dean Heglund, Facilities Management (Energy/Water Conservation)
Keith Tucker, Procurement (Procurement of Environmentally Friendly Products)
Judith Brainerd, Management Services (CTR/Vehicle Use)

▪ **Sustainability Policy Statement**

Institutionalize sustainable business practices that make the Washington State Department of Labor and Industries (L&I) a leader in contributing to the long-term protection and enhancement of our environment.

SECTION I: VEHICLES

A. Vehicle Miles Traveled, by agency fleet vehicles as well as personal vehicles

- Approximately 425 Tumwater-based employees participate in Commute Trip Reduction. This is 24% of the total staff, **up 2%** from last year.
- Currently there are 65 telework agreements in L&I.

B. Fuel Purchases, by gallons and type of fuel

- Employees used their own vehicles to drive 1,289,993 miles between 7/1/04-6/30/05.
- Employees used state owned vehicles to drive 4,999,765 in the same period.
- **Total mileage** for both is **6,289,758, down 838,021 miles.**

C. Average Fuel Efficiency of Vehicles in Agency Fleet

We have 2 hybrids in our current fleet. We are in the process of replacing 36 gas vehicles with hybrids.

SECTION II: PAPER

Copy Paper Use, by quantity and paper type

As of April 30, 2003 only 50% of the paper L&I purchased from GA Central Stores contained post consumer waste. For the period of July 1, 2003 through June 30, 2004, this was increased to 61%.

Working with individual staff resulted in a significant reduction in the ordering of “virgin white” paper. Review of paper orders in September 2005 reflected some continuing orders of “0% recycled” paper. The process of contacting staff who order this was repeated in October 2005. This review will be conducted annually to ensure continued employee awareness.

In May 2005, the paper available from GA was changed from 30% recycled content to 40%. For the period of July 1, 2004 through June 30, 2005, the percentage of paper purchased containing 30%-40% recycled content increased to 89%.

Mfr	Part No.	Size	WT	Bright	Recycle %	Reams Ordered
Grays Harbor	7530-041-001	8 1/2"x 11"	20	84	0%	6,727
Grays Harbor	7530-041-002	8 1/2"x 11"	20	84	0%	31
Grays Harbor	7530-041-271	8 1/2"x 14"	20	84	0%	73
Grays Harbor	7530-041-600	8 1/2"x 11"	20	84	0%	70
					Sub-total	6,901
Grays Harbor	7530-041-601	8 1/2"x 11"	20	84	40%	27,486
Grays Harbor	7530-041-602	8 1/2"x 14"	20	84	40%	718
Grays Harbor	7530-041-604	11"x 17"	20	84	40%	5,929
Grays Harbor	7530-041-605	8 1/2"x 11"	20	84	40%	62
Grays Harbor	7530-041-606	8 1/2"x 11"	20	84	40%	28
Grays Harbor	7530-041-607	8 1/2"x 11"	20	84	40%	13,958
Grays Harbor	7530-041-608	8 1/2"x 11"	20	84	30%	14,960
Grays Harbor*	7530-081-190	8 1/2"x 11"	20	84	30%	344
*Chlorine Free					Sub-total	63,485
					Total	70,386
					0% Recycled	11%
					30-40% Recycled	89%

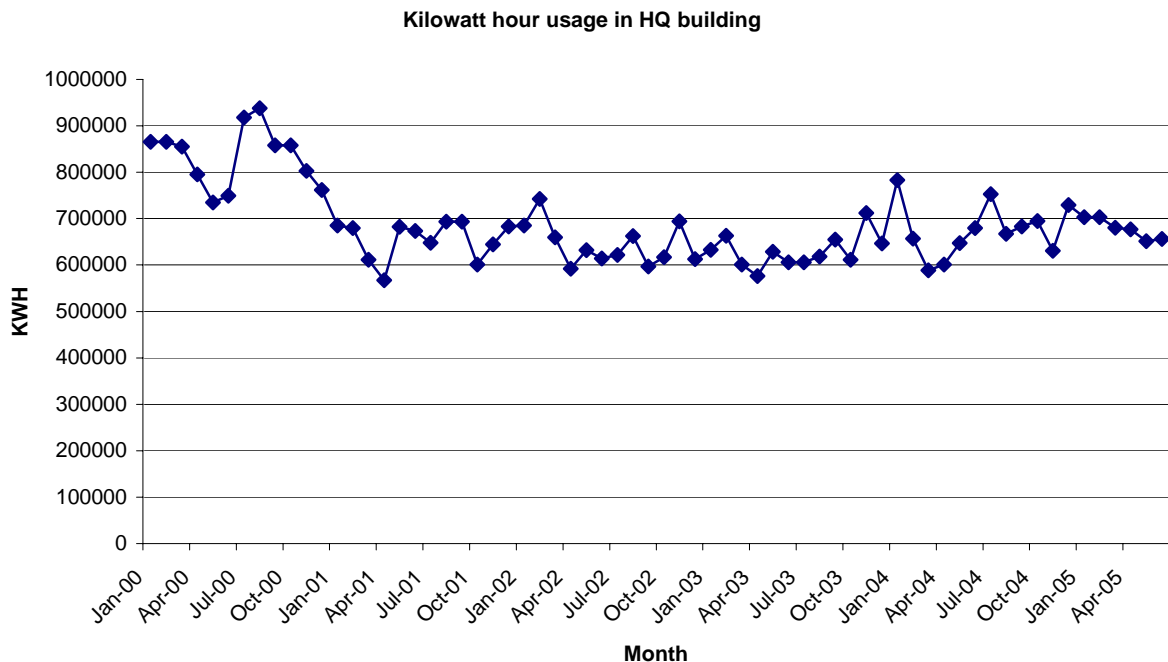
SECTION III: ENERGY

1. FY 2004 Goal – Energy Conservation

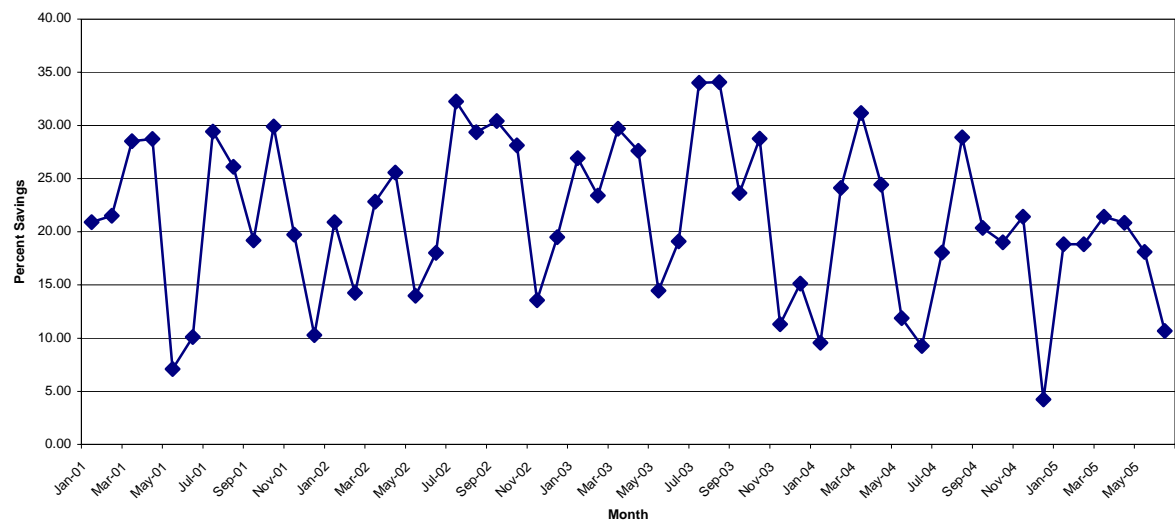
The Department of Labor and Industries measured and tracked energy consumption in comparison to the year 2000 since it initiated major energy conservation projects in 2001, prior to the establishment of statewide goals. L&I received an allotment of \$1 million for the 03-05 Biennium to complete repairs and upgrades to the physical plant of the Tumwater Headquarters building started in 2001. The projects are extraordinary maintenance or infrastructure upgrades that have been selected for their contribution to improving operations.

In August 2003, Quantum Engineering & Development, Inc. was contracted to complete an analysis of the Tumwater headquarters building's mechanical systems. This analysis updated the information provided in the study completed in 2001.

Re-commissioning of building heating, ventilation and air conditioning systems to verify proper systems operations was completed during FY 2004. Controlling software was also analyzed to optimize use of air handling units and economizer sequences as well as minimizing peak load conditions.



Electric Percent Savings Over Base Year of 2000



SECTION IV: WATER REDUCTION

1. FY 2004 Goal – Reduce Water Consumption

The Department of Labor and Industries is tracking water consumption on a monthly and annual basis to determine long range use and identify opportunities for reduction.

Month	Cubic Feet Used 1999	Cubic Feet Used 2001	Cubic Feet Used 2002	Cubic Feet Used 2003	Cubic Feet Used 2004	Cubic Feet Used 2005	
January					1,000		
February							
March							
April						3,000	
May				1,000	2,000	3,000	
June	21,000	36,000	12,000	22,000	52,000	2,000	
July	87,000	56,000	72,000	91,000	128,000	29,000	
August	110,000	67,000	88,000	125,000	116,000	54,000	
September	105,000	77,000	78,000	118,000	88,000		
October	79,000	43,000	46,000	44,000	1,000		
November			13,000		2,000		
December	1,000	3,000					
Annual	403,000	279,000	309,000	401,000	390,000		

Note: All water is measured in cubic feet

100 Cubic Feet = 748 Gallons

Irrigation Use

Month	Cubic Feet Used 2000	Cubic Feet Used 2001	Cubic Feet Used 2002	Cubic Feet Used 2003	Cubic Feet Used 2004	Cubic Feet Used 2005	
January	74,100	64,600	62,700	66,500	84,800	73,800	
February	78,900	74,800	71,200	73,100	67,800	74,100	
March	82,900	67,900	68,500	67,800	74,100	69,900	
April	105,600	81,200	65,500	80,000	102,300	88,400	
May	82,400	78,600	78,000	98,700	86,900	89,300	
June	100,700	93,300	79,800	85,200	84,200	105,300	
July	105,500	97,400	87,000	110,600	115,400	102,200	
August	109,300	114,400	106,500	126,200	110,300	97,900	
September	110,800	104,900	91,800	100,100	120,500		
October	94,900	77,900	83,100	105,400	93,900		
November	88,100	79,700	82,500	103,900	89,900		
December	71,500	65,100	67,500	67,800	72,800		
Annual	1,104,700	999,800	944,100	1,085,300	1,102,900		

Note: All water is measured in cubic feet

100 Cubic Feet = 748 Gallons

Building Water Use

SECTION V: TOXIC CHEMICALS

The Department of General Administration is responsible for maintenance of the L&I Tumwater Headquarters facility. GA's Custodial Program has instituted a "Green Certified Cleaning Program" called OS1 that utilizes Green Seal Inc. certified GS-37 complaint chemicals. They have also begun to utilize newly designed ergonomic tools.

The chemicals that are now being utilized are concentrated and packaged for individual use and allows for system of tracking usage which is exact and keeps storage to an absolute minimum. Two of three chemicals used are GS-37 Certified by Green Seal Inc. The third chemical is a germicide; Green Seal Inc has not yet established a certification for germicides however the germicide used is EPA approved.

The OS1 process includes a 2 day training program at which all custodians are taught how to clean using a "Green Cleaning" process.

The institution of OS1 in GA's custodial program has led to two major accomplishments. First, on June 6, 2005 they became only the third Green Certified Cleaning Program in the United States. Secondly, on July 28, 2005, their training program won the OS1 Best Training Program award in the country.